# CHAPTER 70
# INCIDENT ADMINISTRATION

## INCIDENT OVERVIEW

Local dispatch centers receive initial smoke reports from various entities and are responsible for coordinating an initial response to suspected wildland fires, and other emergency incidents under appropriate authorities. The standard business practice is one ignition, one record, one authoritative data source and one centralized ordering point per incident.

## INCIDENT CREATION

Incidents will be created by the dispatch center with delegated authority for the benefiting agency(s) and associated Protecting Unit based on the incident's point of origin (POO). Unique Incident Identifiers are derived from the Protecting Unit Identifier and the Local Incident Identifier. Examples:

- MT-FNF-000567
- AZ-CRA-000231

The Unique Incident Identifier includes the calendar year but is only visible in some dispatch applications. Incident data and all ordering for the incident is tracked under the Unique Incident Identifier for the life of the incident.

### Incident Record Creation and Data Integration

The Integrated Reporting of Wildland-Fire Information (IRWIN) service is designed to provide "end-to-end" fire reporting capability. IRWIN provides data exchange capabilities between integrated fire applications used to manage data related to wildland fire incidents. IRWIN focuses on the goals of reducing redundant data entry, identifying authoritative data sources, and improving the consistency, accuracy, and availability of operational data.

IRWIN can be thought of as a central hub that orchestrates data between integrated fire applications. Examples of integrated applications are various Computer Aided Dispatch (CAD) programs, the Interagency Resource Ordering Capability (IROC) program, the FireCode System, the SIT/209 application, the Wildland Fire Decision Support System (WFDSS), and the Interagency Fire Occurrence Reporting Modules (InFORM). Data is synchronized between participating applications to ensure the most current data is available in near-real-time. IRWIN supports conflict detection and resolution on all new wildfire incidents to support a unique record for each incident.

Local Dispatch Centers have the primary responsibility for creating incidents within an integrated fire application or program. For incident information to flow properly through IRWIN, incidents shall be created in one of the following ways:

- If there is a CAD present - Create the record in the CAD.
- If a CAD is not present - Create the record in InFORM.
- If neither option is available, coordinate with the local dispatch center to create the incident utilizing standard operating procedures.

- Creating an incident within FireCode should be rare.

**NWCG Event Kind and Event Categories (Incident Type)**

NWCG Event Kind and Event Category data standard specifies general, high-level codes and descriptions to use when categorizing incident types and planned events. Standard data values ensure consistency and accuracy within a given application and across multiple applications.

Although an event can trigger multiple types of conditions requiring response, the primary focus should be identified when specifying the Event Kind and/or Event Type. For example, a hurricane may cause flooding, search and rescue operations, and hazardous waste spills; but the Event Kind and Event Category should be "Severe Weather and Natural Disaster" and "Hurricane/Typhoon" since the hurricane was the triggering event.

NWCG Event Kind and Event Category Standards and associated business rules are located at:

https://www.nwcg.gov/data-standards/approved/event-kind-category

**Multiple Events**

Multiple event/records will not be created when an incident burns onto or crosses jurisdictional boundaries. When duplicate records are inadvertently created, every effort will be made to rectify by aligning incident and resource data associated with multiple records to the correct record.

**Unprotected Lands**

Areas for which no fire organization has responsibility for management of a wildfire authorized by law, contract, or personal interest of the fire organization (e.g., a timber or rangeland association) are defined as unprotected. In the event a Protecting Unit can not been determined for the POO, there are two acceptable rationales for incident creation.

- The responding organization determines it a threat to protected lands.
- The responding organization determines the incident has already burned onto protected lands.

The responding agency fire management or duty officer will determine if either criterion is met, resulting in the creation of an incident and associated response. The responding organization assumes responsibility for the incident and their respective Unit ID will be used for the Protecting Unit.

**Incident Naming Protocols**

When naming a wildland fire, thought should be given to ensure it is relevant and appropriate. Most land management agencies recommend that fires are named after geographic locations or landmarks. Sensitivity should be used in selecting an incident name that will not reflect negatively on the unit, fire organization or agency. What may seem to be a purely innocent name to the local unit may in fact have negative repercussions far beyond the fire itself.

Be mindful of naming a fire something that may be construed as offensive, derogatory, or inappropriate to any ethnic, religious, or political group. Avoid using names that are considered slang or may be construed as unprofessional.

The following should be avoided when naming a wildland fire:

- Including "Fire" in the incident name.
- Naming a wildland fire after a person.
- Naming a wildland fire after private property or company.
- Naming a wildland fire that includes the phrase "Dead Man" or "Deadman."
- Naming a wildland fire after another catastrophic fire (one that experienced fatalities, high property losses, etc.).
- Naming a wildland fire after a well-publicized event that could cause confusion.

Fire applications and programs that send and receive information through IRWIN have incident naming standards. Validation rules have been put in place that only allow certain naming conventions to flow properly through IRWIN. The following validation rules apply to incident naming conventions and their associated NWCG Event Code or Event Category:

- An Incident Complex (CX) record will have the word Complex in the naming convention.
- A Prescribe Fire record (RX) will have RX in the naming convention.
- An Emergency Stabilization/BAER (BR) record will have BAER in the naming convention.
- Fire Rehabilitation (FR) record will have FR in the naming convention.
- The Incident Name must be two or more alpha-numeric characters in length, limited to 55 characters.
- The Incident Name may be comprised of any combination of letters, numerals, and limited special characters.

More information regarding incident name validation and exchange rules can be found at:

https://www.nwcg.gov/sites/default/files/publications/910-incident-name.pdf

**Unit Identifiers**

*NWCG Standards for Unit Identifiers, PMS 931* outlines business rules and practices for developing and utilizing NWCG Unit Identifiers. Additional information and instruction regarding appropriate creation, maintenance and application of wildland fire Unit Identifiers for incident management as it relates to land-based and non-land-based record creation, cooperator resource providers and incident support functions (i.e., dispatch, equipment/ radio cache and training centers) can be found within the standards.

Each Geographic Area Coordination Center Manager shall designate a Unit Identifier Data Custodian (GACC Data Custodian) and an alternate. GACC Data Custodians are responsible for ensuring each agency's internal process has been completed and have the authority to ensure appropriate NWCG Organizational Unit Codes are created.

Upon receipt of written requests, GACC Data Custodians are responsible for entering modified or newly created Unit Identifiers, and associated information, into the System of Record (SOR). The NWCG Unit Identifier Board Chair/Co-Chair is responsible for monthly publication of changes to NWCG Unit Identifiers after approval by the NWCG Unit Identifier Board.

*NWCG Standards for Unit Identifiers, PMS 931* is found at:

https://www.nwcg.gov/publications/931

**Incident Reporting**

The NICC has defined reporting requirements for wildfires meeting specific criteria, refer to Chapter 60 for more information.

## COST CODING

**Interagency Fire and Severity Activities**

The five Federal Land Management Agencies with Wildland Fire Management appropriations (BLM, BIA, NPS, FWS, and USFS) have an Interagency Agreement for Wildfire Management which provides a basis for cooperation on all aspects of wildfire activities. This agreement includes the direction to NOT cross-bill for services rendered for emergency fire suppression, including severity activities.

Regardless of the benefiting jurisdiction, Geographic Areas can preposition resources utilizing their assigned support FireCode in advance of predicted significant wildland fire potential, to meet ongoing fire activity needs when the resource assignment is not yet known, or for resources supporting multiple incidents.

For Severity, the BLM, FWS, NPS and BIA will use a four-digit interagency FireCode to track and compile costs for all severity activities; the ordering office must include the word "severity" within the resource order incident name. These DOI agencies will use FireCode D0YY when supporting FS severity activities.

Information on the interagency FireCode system can be found at:

https://www.firecode.gov/help/User_Guide.pdf

FS severity support to DOI will use the following codes by DOI Bureau:

- S70001 1502 – FS resource used on BIA severity orders.
- S70002 1502 – FS resource used on BLM severity orders.
- S70003 1502 – FS resource used on FWS severity orders.
- S70004 1502 – FS resource used on NPS severity orders.

All wildfire suppression orders are to have a four-character (alpha-numeric) interagency FireCode assigned by the ordering office. Interagency dispatch procedures have been established to incorporate assigning one FireCode per incident for use by all Federal Wildland Fire Agencies.

Orders processed through NICC must have at least one FireCode or agency financial code assigned by the ordering office. Financial codes should be consistent with the Incident Type.

**Bureau of Land Management (BLM)**

The BLM wildland fire management cost coding is divided into thirteen (13) activities:

- Wildland Fire Preparedness          LF1000000
- Suppression Operations              LF2000000
- Severity                            LF2100000
- Emergency Stabilization             LF2200000
- Fuels Management                    LF3100000

- Burned Area Rehab                    LF3200000
- Fire Facilities                      LF3300000
- Joint Fire Science Program           LF3400000
- State Assist Suppression             LF5610000
- State Assist Preparedness            LF5710000
- Fire Reimbursable                    LF6900000
- All-Hazard Reimbursable              LF6910000
- Fire Trespass                        L53250000

Except for Wildland Fire Preparedness and State Assist Preparedness, a project number is required regardless of the activity code being used. The standard fund coding guidelines used for suppression, rehabilitation, and fuels activities apply. The standard severity coding procedure of converting from the severity number to a fire number applies when dispatched to a specific fire. All fire severity numbers have been assigned under program LF2100000.HT0000.

### Bureau of Indian Affairs (BIA)

The BIA wildland fire management funding is divided into six (6) activities and various sub-activities:

| **Wildland Fire Preparedness** | **FBMS Functional Area** |
|---|---|
| • Preparedness | AF1002020.999900 |
| • Interagency Fair Share | AF1003030.999900 |
| • National Programs | AF1004040.999900 |
| • FireBert | AF1005050.999900 |
| • Self-Governance | AF1002900.999900 |
| • Aviation | AF1002A00.999900 |
| • Wildland Fire Prevention | AF1002T00.999900 |
| • Interagency Hotshot Crews | AF1002U00.999900 |
| • Fire Ready Reserve | AF1002V00.999900 |

| **Emergency Suppression** | |
|---|---|
| • Suppression | AF2001010.999900 |
| • Severity | AF2105050.999900 |
| • Emergency Stabilization | AF2202020.999900 |

| **Construction & Deferred Maintenance** | |
|---|---|
| • Construction & Deferred Maintenance | AF3304000.999900 |
| • Self-Governance | AF3302G00.999900 |

| **Burned Area Rehabilitation** | |
|---|---|
| • Burned Area Rehabilitation | AF3202B00.999900 |

### Fuels Management
- Fuels Management                    AF3102H00.999900
- Reserved Treaty Rights              AF3103131.999900
- Resilient Landscapes                AF3103636.999900

### Reimbursable-Wildland Fire Management
- Preparedness                        AF6901000.999900
- Emergency Operation                 AF6902000.999900
- Burned Area Emergency Rehabilitation   AF6903000.999900
- Fuels Management                    AF6904000.999900
- All Risk Assistance                 AF6910000.999900

### Proceeds of Sale of Surplus
- Property/Equipment                  AF6906000.999900

### Proceeds of Sales of Surplus
- Property/Vehicles                   AF6907000.999900
- Collections – Preparedness          AF6908000.999900
- Collections – Suppression           AF6909000.999900

The Wildland Fire Management branch employs the Work Breakdown Structure (WBS) and Fire Codes (Prescribed by the Department and Congressional mandate) to facilitate funding programs. This will be accomplished through the use of FBMS accounting codes, including the following elements: Fund Code, Cost Center, Functional Area, Budget Object Class- Commitment Item and WBS.

A BIA example of a suppression, fire code, should look like: 18XA1125TR AAK4004401 AF2001010.999900 261A00 WBS AF. SPFAX60000.00000.

The WBS code will be on all obligation and expenditure documents. WBS codes must be established by the BIA-NIFC Budget Office or the Central Office. This will ensure all costs are tracked by the projects or missions.

Four-digit FireCode numbers are generated by the FireCode system, used by USDA and DOI. These FireCodes are entered into the FBMS system and used as appropriate. Severity FireCodes must be approved by the BIA Fire Operations Director. Preparedness, Burned Area Rehabilitation, Fuels Management and Construction and Reimbursable cost codes require funding transactions documents (FBMS Entry Document) to be approved.

## National Park Service (NPS)

The NPS wildland fire management cost coding is as follows:

### Wildland Fire Preparedness
- PF100PP85.WX0000          Base-8 for All-Hazard support
- PF100PP85.Y00000          Program Management
- PF100PP85.WR0000          Readiness

- PF100PP85.MF0000             Preparedness Fleet Maintenance
- PF100PP85.EF0000             Research
- PF100PP85.YP0000             Plan/Compliance
- PF100PP85.S00000             Provide Community Assistance
- PF100PP85.WW0000            Respond to Wildfires
- PF100PP85.P00000             Preventative Maintenance
- PF100PP85.M00000            Corrective Maintenance

**Fire Facilities Construction & Maintenance**
- PF330FF85.M00000            Fire Facility Corrective Maintenance
- PF330FF85.CN0000            Fire Facility Construction

**Suppression Operations**
- PF200SP85.WW0000            Respond to Wildfires
- PF210SV85.WV0000             Severity
- PF210SV85.WU0000            Step-Up
- PF220ES85.RM0000             Wildfire Burned Area Response

**Burned Area Rehabilitation**
- PF320BR85.RM0000             Wildfire Burned Area Response
- PF320BR85.Y00000             Program Management
- PF320BR85.AM0000            Monitor Treatment

**Hazardous Fuels Reduction – Non-WUI**
- PF310HF85.Y00000             Program Management
- PF310HF85.WP0000            Implement Prescribed Fire
- PF310HF85.YP0000             Plan/Compliance
- PF310HF85.AM0000            Monitor Treatment
- PF310HF85.WM0000           Implement Mechanical Treatments
- PF310HF85.WC0000            Implement Other Treatments
- PF310HF85.MF0000            Non-WUI Fleet Maintenance
- PF310HF85.EF0000             Research

**Hazardous Fuels Reduction – WUI**
- PF310WF85.Y00000             Program Management
- PF310WF85.WP0000           Implement Prescribed Fire
- PF310WF85.YP0000            Plan/Compliance
- PF310WF85.AM0000           Monitor Treatment
- PF310WF85.WM0000          Implement Mechanical Treatments
- PF310WF85.WC0000           Implement Other Treatments
- PF310WF85.EF0000            Research

**State Assistance**
- PF46060C8.W00000                    State Assistance Collect Operations
- PF47070C8.W00000                    State Assistance Collect Preparedness
- PF56161C8.W00000                    State Assistance Expenditures Operations
- PF57171C8.W00000                    State Assistance Expenditures Preparedness

The interagency FireCode will be used by the National Park Service for tracking and compiling costs for wildland fire suppression, severity (including step-up), emergency stabilization and burned area rehabilitation activities.

**Fish and Wildlife Service (FWS)**

The FWS wildland fire management cost coding is provided below:

- Wildland fire Preparedness                    FF.F10000##ZZZZ0
- Suppression Operations                        FF.F20000##ZZZZ0
- Severity                                      FF.F21000##ZZZZ0
- Emergency Stabilization                       FF.F22000##ZZZZ0
- Burned Area Rehabilitation                    FF.F32000##ZZZZ0
- Hazardous Fuels Reduction (Non-WUI)           FF.F31000##NZZZZ
- Hazardous Fuels Reduction (WUI)               FF.F31000##WZZZZ

    ## = FWS Region number (01-09)    ZZZZ = project assigned code/FireCode

All cost codes require a ten-digit cost center, then a fifteen-digit Work Breakdown Structure (WBS), which includes the interagency FireCode or project number. The interagency FireCode will be used with the appropriate account as stated in the FWS Fire Business Guide. All fire operations activities require a project number.

The interagency FireCode will be used by the Fish and Wildlife Service for tracking and compiling costs for wildland fire suppression, severity, and subsequent rehabilitation activities.

**Forest Service (FS)**

The interagency FireCode Program will be used to generate a four (4) character code that will be used to track and compile costs.

"P" codes represent wildland fire suppression incidents.

"S" codes represent severity requests. Each Region/Forest will have one S-code for Regional Office approved severity. Regional severity codes will be established in the format: S#1111. Region/Unit overrides will be used.

"F" codes indicate FEMA supported incidents. An "F" code will be assigned by the Forest Service Regional Office that is within the affected FEMA Region. Individual resources ordered to a FEMA incident will charge to the appropriate "F" code. Units providing support to a FEMA incident will charge to the "F" code in accordance with the FS annual incident job code guidance. Under the NRF, overtime, travel, and per diem are reimbursable. Base salary of all employees on assignment

to a FEMA incident will be charged to the appropriate "F" code and paid from the Emergency Operations (WFSU) account.